



Manager's Report

for Council Meeting of August 8, 2006

BUSINESS LICENSES

Bouquets by Liza
God's Children Learning Center
Home Café, Inc. - DBA Arby's
In Motion Motors, Inc.
Mercury Speed Unlimited, Inc.
Nannies by Nature, LLC
No Payne No Gain Inc. - DBA Play It Again Sports
Randall C. Allen, PC
Sign-A-Rama (existing business - new owner)
Shenandoah Cleaners
The Dexperts, Inc.
Visual Communications & Data Systems
Vivid Imaging, LLC

HUMAN RESOURCES

New hires and terminations for the period of July 18 to July 28, 2006

New Hires

None

Position

Department

Promotions

None

Transfers

None

Separations

Robert Farris
Mehmet Odkan

Superintendent of Buildings
Utility Plant Senior Operator

DEPW
WPCD

PLANNING, ZONING & DEVELOPMENT**CURRENT PLANNING DIVISION**

PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: JULY 18, 2006 – JULY 31, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Oaklawn Multi-Family TLPF-2005-0014 (Near the corner of Sycolin Road and future Battlefield Parkway)	Final Development Plan	2 nd	Proposal to construct 140 multi-family stacked garage units & associated streets and utilities on 26 acres.
Holly Meadow TLPS-2006-0002 (115 Prince Street, NE)	Preliminary Subdivision Plat	1 st	Proposal to subdivide 2.5 acres to create 7 lots for single-family detached residential dwellings including the construction of a short cul-de-sac section of public street and related public infrastructure.
Tavistock Office Park TLPF-2004-0025 (At the corner of Tavistock Drive and Sycolin Road)	Preliminary/Final Development Plan	2 nd	Proposal to construct 33,400 square feet of office use in a two-story building including associated public and private infrastructure.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JULY 18, 2006 – JULY 31, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Meadowbrook TLPS-2006-0001 (Between South King Street and Evergreen Mill Road, SE)	Preliminary Subdivision Plat	1 st	Proposal to subdivide 212 acres to construct 191 single-family detached residential dwellings including a section of the future Battlefield Parkway alignment running through the site.
ECHO TLRD-2006-0006 (73-75 Lawson Road, SE)	Revision to Approved Plans	1 st	Proposal to construct some additional parking spaces along the approved entrance access road and modify some of the approved driveway entrances.
Dulles Greenway/Battlefield Parkway Interchange TLPF-2006-0003	Preliminary/Final Development Plan	2 nd	Proposal to construct the interchange at the Dulles Greenway and Battlefield Parkway.
North Street Building Renovation (Loudoun County School Board) TLPF-2006-0015 (102 North Street, NW)	Preliminary/Final Development Plan	1 st	Proposal to renovate an existing building and parking lot.
Fort Evans Road Improvements - Wolf Furniture TLCI-2006-0006 (131 Fort Evans Road, NE)	Revision to Approved Capital Improvement Plan	1 st	Proposal to relocate the proposed entrance to the proposed retail use.
Battlefield Marketplace DP 2001-14(F)	Revision to Approved Development Plan	1 st	
Villages at Leesburg - Interim Pump Station TLPF-2006-0016 (In the vicinity of the 1600 block of East Market Street, SE)	Preliminary/Final Development Plan	1 st	Proposal to construct an interim pump station.
Comfort Suites Car Rental TLSE-2006-0004	Special Exception Referral	1 st	Proposal to add a car rental use in the existing hotel.
Ritz Flight Operations Center (At the Leesburg Municipal Airport)	Request for Preliminary/Final Development Plan Authorization	1 st	Proposal to construct two airport hangers and associated parking and utility infrastructure.

ZONING DIVISION

Zoning Permits Issued Residential

None

Zoning Permits Issued Commercial

None

Occupancy Permits Issued Residential

1 SFA – Turner Wilson

1 SFD - Stowers

Occupancy Permits Issued Commercial

None

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 2 Public Facility Permits were issued totaling \$117,553.
- 3 work orders for meter sets were issued.
- 4 requests for occupancy inspection were issued.

Capital Projects Update

- Four plans, eight right-of-way permits and two requests for water and sewer system computer modeling were received and processed.
- The miscellaneous water system improvements project is nearing completion at the Carnaby Square subdivision off of Edwards Ferry Road.
- The contract design for Lower Sycolin Sewer System has been placed on hold at the request of Town Council pending the resolution of rezoning of Crosstrail project.
- The storage tank design project is proceeding with survey activities.

TOWN OF LEESBURG

Full-Time and Part-Time vacancies as of July 28, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Capital Projects	1	Senior Engineer	7/1/06	√	√				
	1	Engineer	7/1/06	√	√	√			
Town Attorney	1	Deputy Town Atty.	7/13/06	√	√				
Eng & PW	1	Senior Engineer (Plan Review)	7/14/05	√	√	√	√	√	
	1	Superintendent – Buildings	7/28/06	√					
Human Resources	1	HR Director Readvertised	6/30/05	√	√				
Parks & Recreation	1	Custodian Readvertised	4/21/06	√	√	√	√	√	√
	1	Asst. Recreation Program Supvr./Community Outreach Program	7/1/06	√					
	1	Groundskeeper II	6/5/06	√	√	√	√	√	√
	1	Aquatics Supervisor	6/26/06	√	√				
	1	Asst. Aquatics Supervisor	7/10/06	√ Internal Recruit.	√	√			
Planning & Zoning	1	Sr. Planner	3/28/06	√	√	√	√		
	1	Urban Forester Readvertised	3/14/06	√	√				
Police	4	Police Officer I	4/7/05	√					
	1	Crime Scene Specialist	3/1/06	√	√	√	√	√ Offer Rejected	
	1	Communications Tech Readvertised	5/21/06	√	√				
Utilities	1	Sr. Utility Plant Operator OR Utility Plant Operator OR Utility Plant Operator Trainee	5/1/06	√	√				
Total	20								

John Wells
Town Manager